

Graduate Council Minutes

Monday, October 2, 2023

Via Zoom

Attendees: Jennifer Ball (ex-officio), Tracy Routsong, Jim Schnoebelen, Danny Funk, Zenova Williams, Tracy Davis, Becky Dodge, Sarah Holt, Dave Provorse, Barbara Scofield, Pat Dahl, Lydia Diebolt

Not present: Emily Grant (ex-officio), Michele Reisinger, Michael Rettig

Notes taken by: Beth Mathews

Guest: Alan Bearman and Leah Brown

The meeting was called to order by Jennifer Ball at 12:03pm.

- I. Guests
 - a. Alan Bearman introduced Leah Brown as the new and first ever Director of Graduate Continuing Education and Adult Learner Recruiting and Admissions. He also shared that they are working on hiring another employee to help with application processing.
 - b. Alan Bearman also spoke about the RFP for a new recruiting software system. He expects it to be presented to WUBOR at the next meeting. It is the goal of enrollment management to begin using CRM first for graduate programs and then roll out to undergraduate and Tech.
 - c. Leah Brown introduced herself and shared that she will be meeting with each graduate program director.
- II. Selection of committee chair
 - a. Jennifer Ball called for a volunteer or a nomination for the position. After discussion within the committee, Jim Schnoebelen was asked/volunteered to take on the role.
 - b. Committee approved.
- III. Approval of Minutes
 - a. A motion was made by Tracy Routsong and seconded by Barbara Scofield to approve the May 1, 2023, minutes as presented.
 - b. Jim Schnoebelen noted a typographical error in item (IV.a) of the word analysis to be corrected to analyst.
 - c. The committee approved the minutes as presented and with the typo corrected.
- IV. Old Business

- a. Reactivation for graduate students. Jennifer Ball indicated she had a conversation with Dr. Bearman, and it was still under consideration. Jennifer Ball will update the committee when there is additional information to share.
- V. New Business – None
- VI. Discussion
 - a. Zenova Williams brought up a question about graduate students being able to utilize the Writing Lab or other tutoring support.
 - b. Danny Funk shared some information that he compiled while researching the same question. CSSR doesn't have an official program for graduate students and there could be a license issue. However, the MBA program does direct them to CSSR on an as needed basis. He is not aware of what costs might be incurred if additional licenses are necessary.
 - c. Sarah Holt explained that students who request services email the library, and they are given an access code. This is all done through Navigate so they can track utilization through that means.
 - d. Jennifer Ball suggests that the committee members should reach out to their deans to advocate for this assistance to graduate students and make the deans aware of the potential costs.
 - e. Barbara Scofield mentioned that business students would be taking EN208. She has agreed to reach out to Melanie Burdick if the English department might be interested in offering a graduate level class like this.
- VII. Announcements
 - a. Beth Mathews/Jennifer Ball spoke on term dates in CollegeNet for programs. It was asked if each program would provide any specific dates to Beth.
 - b. Jim Schnoebelen shared with the committee that he is working on a Communication and Leadership Certificate which may be added to academic credentials for other programs.
- VIII. Adjournment – there being no further business to discuss, Tracy Routsong moved and Pat Dahl seconded for the meeting to conclude.

The meeting concluded at 12:38pm.